



**CALIFORNIA EMERGENCY MANAGEMENT AGENCY**  
**LOCAL ASSISTANCE MONITORING BRANCH**  
3650 SCHRIEVER AVENUE  
MATHER, CALIFORNIA 95655  
PHONE: (916) 845-8120 FAX: (916) 845-8380

May 22, 2009

Vickie Hennessy, Acting Executive Director  
San Francisco Department of Emergency Management  
30 Van Ness Avenue, Suite 3300  
San Francisco, California 94102

SUBJECT: GRANT MONITORING REPORT  
GRANT: 2008-2009, OES #075-00000  
EMERGENCY MANAGEMENT PERFORMANCE GRANT

Dear Ms. Hennessy:

The California Emergency Management Agency (CalEMA), formerly the Governor's Office of Emergency Services (OES), conducted a compliance field review on May 12 - 13, 2009, for the above-referenced grant. CalEMA met with San Francisco Department of Emergency Management's management staff: Rob Dudgeon, Krista Slanker, Xushie Brue, and Grace Chan.

The purpose of the review was to determine if your organization complied with applicable laws, regulations, guidelines and policies. The grant was reviewed for compliance with the administrative and fiscal requirements as outlined in CalEMA's Recipient Subgrant Guide for Local Governments - Fiscal Year 2008, Office of Management and Budget (OMB) Circulars and the Code of Federal Regulations (CFR). Our scope included reviewing fiscal and accounting records for the grant, the most recent (but not yet submitted) *Reimbursement Request Form*, and its supporting documentation. CalEMA also examined the documentation supporting the required matching funds, and several of the program activities. We found no instances of non-compliance. In general, the CalEMA monitors were pleased with the documentation and record keeping for this grant, and would like to commend Ms. Xushie Brue for her preparedness, and quick and accurate response to all of the monitors' requests.

Executive Summary:

Grant Type:	Emergency Management Performance Grant
Review Type:	Compliance Field Review
Scope:	Fiscal and Administrative
Review Period(s):	July 1, 2008 – April 30, 2009

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Findings Summary:

No Findings.

Advisory Recommendations:

Following is an Advisory Recommendation resulting from the compliance review:

- 44 CFR Part 13, Subpart C, Section 13.35 states, "*Grantees and subgrantees must not make any award or permit any award (subgrant or contract) at any tier to any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549, "Debarment and Suspension."* Although current grant funds are not being used for contracted goods or services, during discussion of the suspension and debarment subject, staff informed the monitors that they are in the practice of checking the debarment list at [www.epls.gov](http://www.epls.gov) before entering into any contracts, but do not document these inquiries. The monitor recommended taking a screen print of the website's "negative results page" and placing it in the files to document compliance.

Thank you for the courtesy and cooperation you extended CalEMA in completing this review. If you have any questions about this letter or the enclosures, please contact Don MacMillan at (916) 845-8107, or [don.macmillan@calema.ca.gov](mailto:don.macmillan@calema.ca.gov).

Sincerely,



MICHAEL BALDWIN  
BRANCH CHIEF

cc: Xushie Brue, San Francisco Grants Unit Manager  
Peggy Okabayashi, CalEMA Assistant Secretary  
Doug Wisman, CalEMA Coastal Region  
Yvonne Cantrell, CalEMA EMPG Coordinator  
Subrecipient File